

If you already have access to the FAMOUS-High School database, to request access to the High School FAFSA Report system:

1. Click **Update Profile/Login** link below the **Go** button on the High School FAFSA Report page. You will be directed to the MDHE's Security System.
2. Login to the Security System with your current login credentials.
3. Select **My Access** from the menu at the top of the page.
4. Select **High School Personnel** from the **Requester Type** drop-down menu.
5. Select **High School FAFSA Report** from the **System** drop-down menu.
6. Select your high school from the **School** drop-down menu.
7. Click the **Add Access** button. The information is saved and the top of the page displays. Scroll down to the **User Access Table** to view the information.
8. Select the **Remove** button in any row that contains incorrect information. After the information has been removed you may re-enter the correct information in the **Requester Type**, **System** and/or **School** fields.
9. Click the **Submit** button.
10. You will receive an email from DHEWDSecurity notifying you whether your access has been approved and, if not, the reason it was not approved.